

**Arizona Department of Juvenile Corrections
General Operating Procedure
Education**

PROCEDURE NO. 4470.07	REF. POLICY NO. 4470	EFFECTIVE: 06/15/04 PRIOR ISSUE: 10/10/97
TITLE: Grading	AUTHORIZED: Judith Lanphar, Ed. D., Acting Superintendent of Education	

I. Purpose:

Arizona Department of Juvenile Corrections (ADJC) Education Systems promotes fair and consistent grading of student performance in the classroom. Grading shall represent student accomplishment based on Arizona Academic Standards and Performance Objectives or on progress as delineated in an Individual Education Plan (IEP).

II. Rules:

1. **THE TEACHER** shall ensure that quarterly and semester grades are assigned to students as follows:
 - a. Numerical scores for each secondary course shall be based on performance on examinations, essays or papers, performances, projects, and/or other measures appropriate to the subject matter, but may also include consideration of other criteria appropriate to the subject area. Class work, homework, and class participation are specific examples of such criteria;
 - b. Grades shall reflect academic achievement and shall not be based on nor adjusted for non-academic criteria such as discipline, tardiness, participation in extracurricular activities, or attendance except as provided for in the Arizona Education Code;
Numerical scores shall be entered into the grade book for individual assignments;
 - d. Grades shall be based on a numerical scale of 1-100, and teacher grade books shall reflect numerical grades or pass/fail for achieving curriculum outcomes;
 - e. Grades shall reflect the following:
 - i. 90-100 = A;
 - ii. 80-89 = B;
 - iii. 70-79 = C;
 - iv. 60-69 = D;
 - v. 0-59 = F;
 - vi. An incomplete shall be given when a student is expected to complete missing work or assignments;
 - f. Grades shall be recorded in a timely manner in the juvenile's electronic file;
 - g. The use of Pass/Fail grades shall be limited to non-academic elective classes (recreation and summer school);
 - h. Grades reporting achievement of special education students shall be given based on their individual progress towards the goals/objectives individual progress and their IEP and commensurate with their abilities.

2. **THE PRINCIPAL** shall ensure that state legislation is adhered to as a basis for determining grades:
 - a. **THE PRINCIPAL** shall develop and implement appropriate grading practices;
 - b. **THE PRINCIPAL** shall review teacher grade books and grading procedures to ensure that each juvenile is fairly treated:
 - i. **THE PRINCIPAL** shall collect grade books from teachers at the end of the school year (prior to June 30);
 - ii. **THE PRINCIPAL** shall retain the teacher grade books for a period of two years in compliance with records management requirements.
 - c. **THE PRINCIPAL** shall develop clearly defined grading procedures for each course offered;
 - d. **THE PRINCIPAL** shall ensure that any Individual Education Plan's grading modifications are adhered to for special education students;
 - e. **THE PRINCIPAL** shall review transcripts to ensure that each juvenile receives appropriate credit for classes taken and passed.
 3. **THE PRINCIPAL AND TEACHERS** shall assist parents, staff, and the juvenile in understanding course grading procedures:
 - a. **THE PRINCIPAL AND TEACHERS** shall schedule conferences to discuss grading procedures with housing unit staff and/or parents if requested or if deemed appropriate;
 - b. **TEACHERS** shall provide information to juveniles on study skills and test-taking skills as appropriate.
 4. In the event that there is disagreement between the principal and the teacher on grades or credits, **THE SUPERINTENDENT OF EDUCATION** shall make the final decision.
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